

## 505-2-.17 NON-INSTRUCTIONAL AIDE LICENSE

**(1) Purpose.** A Non-Instructional Aide takes no independent actions, has no decision-making authority regarding instructional matters, and performs only routine tasks assigned by personnel with higher certification.

### **(2) Requirements.**

(a) The applicant must be employed as a non-instructional aide by a Georgia local unit of administration (LUA). The request for issuance of the license must be submitted electronically to the Georgia Professional Standards Commission (GaPSC) by the employing LUA utilizing procedures found on the GaPSC web site at [www.gapsc.org](http://www.gapsc.org).

(b) Non-instructional aides must hold a minimum of a high school diploma or GED equivalent.

(c) Non-instructional aides are not required to satisfy any Special Georgia Requirements other than standards of conduct.

(d) The employing LUA shall provide a minimum of thirty (30) clock hours of job-related training within the first year of employment of a non-instructional aide. A minimum of ten (10) clock hours shall occur within the first thirty (30) days of employment.

### **(3) Validity.**

(a) The Non-Instructional Aide license is valid for five (5) years, with the beginning date of the first five (5)-year certificate to be the date of employment and the ending date to be June 30 of the fifth certificate year.

(b) Should a non-instructional aide change employment, it is not necessary to issue a new license until the expiration of the validity period. Course work taken for renewal credit at the previous employing LUA may be transferred for renewal at the discretion of the LUA.

### **(4) Renewal.**

(a) To renew the license the non-instructional aide must:

1. Be employed as a non-instructional aide in a Georgia LUA; and
2. Complete a minimum of twenty (20) clock hours of job-related training provided by the employing LUA for license renewal prior to expiration of the license.

(b) The request for renewal must be submitted electronically by the employing LUA to the GaPSC utilizing procedures found on the GaPSC web site at [www.gapsc.org](http://www.gapsc.org).

**(5) In-Field Statement.** Non-instructional aides are in-field to perform duties as defined in paragraph (1) above.